



September 9, 2020

**TO:** THE DISTRICT BOARD OF TRUSTEES  
OF VALENCIA COLLEGE

**FROM:** AMY BOSLEY,  
Vice President for Organizational Development and Human Resources

**RE:** PRESIDENTIAL SEARCH FIRM

The District Board of Trustees has the statutory authority and responsibility for selecting and hiring the college President. In this governing capacity, the DBOT is responsible for defining and implementing the search process and may hire a search firm/consultant for additional support.

Valencia College has strong internal talent acquisition and communications teams which can provide considerable support to the Board in its search process. To augment Valencia's internal capabilities in the Presidential search process, the acquisition of external professional support is highly recommended, in order to enable Valencia to recruit a national field of qualified candidates and to provide exemplary support to the active candidates during the process. A suggested scope of services to be managed by the college and executed by the search firm, and associated professional fees, is attached.

The College human resources team received detailed expressions of interest from five search firms to support the Presidential search. Based up on the scope of services outlined, firms were asked to indicate a revised flat-fee cost for services. Four firms submitted revised submittals. Those documents and the firms were evaluated by the talent acquisition team who considered the activity of the firm in the state of Florida, in the higher education and specifically, the community college market, the diversity of the search firm staff assigned to the Valencia search, the diversity of final candidates in searches run by the firms, and the overall cost.

Following this evaluation, AGB Search was identified as the ideal partner for the District Board of Trustees and the college to support the Presidential Search.

**RECOMMENDED ACTION:** The Vice President for Organizational Development and Human Resources recommends that the District Board of Trustees engage AGB Search to provide recruitment and other executive search services in support of the Presidential Search, as presented.

A handwritten signature in blue ink that reads "Amy Bosley". The signature is written in a cursive, flowing style.

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Vice President for Organizational Development and Human Resources

# Valencia College Presidential Search

## Search Responsibilities

SEARCH FIRM	VALENCIA COLLEGE
Source candidates and build a diverse and competitive pool based on the District Board of Trustee's approved qualifications and presidential profile	Collect feedback and provide analysis of presidential leadership qualifications
Advertise within the firm's network and social media channels	Create Presidential Profile
Receive and manage applications for the position	Create Presidential Search webpage
Manage inquiries from and communication with all candidates	Place all paid advertisement and promote on Valencia College channels
Provide technical support for candidates and search committee	Create and publish all internal and external communications including any printed materials for candidates
Create and produce candidate materials as requested by the College	Create and deliver Board orientation to the search process
Provide search support for search committee at the direction of the College	Create and deliver training materials for the search committee
Provide regular reports on the progress of the search and candidate pool as requested by the College	Schedule, provide notice, create agendas and materials for all search committee meetings and interviews
Perform reference checks and produce related reports for semifinalists and finalists	Respond to any media inquiries or public records requests
	Arrange all travel for finalists
	Collect and analyze feedback throughout the candidate interview and assessment process
	Provide search support for Board and search committee
	Perform background, drug and credit check for all finalists

# AGB Search Cost Proposal

EXPENSE	BUDGET
Search Fee (fixed)	\$75,000
Estimated Search Expenses	
• Travel Expenses for Consultant (airfare, lodging, transportation, meals)	\$7,500
• Advertising	\$4,000
• Finalist Candidate Background Checks (Estimated 4 candidates)	\$1,500
<b>Total Estimated Cost</b>	<b>\$88,000</b>